

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Drainage Supervisor	<u>Revision Date:</u>	11/07
			<u>EEO Category:</u>	Skilled Craft Worker
			<u>EEO Function:</u>	Utilities & Trans.
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30545

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Operations Manager, supervises the work of personnel and oversees projects pertaining to the maintenance, construction and/or operation of drainage and irrigation systems.

III. Essential Duties

- Responds to citizen inquiries, complaints and requests regarding drainage and irrigation.
- Supervises crews and makes sure they are trained and equipped to perform their jobs safely. Arranges for safety training as needed.
- Hires, trains, motivates, evaluates, disciplines and directs 10-15 employees.
- Plans, coordinates and schedules work assignments and projects pertaining to the maintenance, construction and operation of drainage and irrigation systems.
- Inventories and purchases construction or distribution materials and equipment.
- Maintains cost, compliance and other records regarding work activities. Reviews work orders and service requests to ensure accuracy. Make sure work orders are entered and completed daily.
- Responds to emergency situations regarding the drainage and irrigation system. Activates and manages flood command.
- Provides technical assistance and consults with other City departments and divisions.
- Supports Public Utilities Engineering as assigned.
- Ensures engineering assigned equipment is properly maintained.

IV. Marginal Duties

- Makes budget recommendations.
- Operates various types of heavy and complex equipment as needed.
- Prepares appropriate reports, memos and other office correspondence.
- Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent required.

Experience: Five years of technical training or experience in water system operations, construction management or equipment operation. Two years closely related experience including progressively increasing responsibilities and supervision.

Certifications/Licenses: CDL required; must obtain a UDOT Flagging Certificate within three months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision and planning; tools, equipment and materials used in the maintenance, construction or operation of the drainage and irrigation system; OSHA Safety standards; EPA water standards and other related state and federal regulations; drainage system facilities, equipment and operations.

Responsibility for: Emergency drainage problems; great responsibility for the care, condition and use of materials; great responsibility for making decisions affecting the activities of others - what to do, when and how; supervision of all drainage personnel.

Communication Skills: Communicate effectively verbally and in writing; professionally furnish and obtain information from other departments; frequent contact with the public; contact with citizens, requiring tact and judgement to deal with and influence people.

Tool, Machine, Equipment Operation: Requires regular use of a computer, copier, calculator, City vehicle, and ROLM telephone; occasional use of heavy equipment.

Analytical Ability: Prioritize tasks, communicate effectively verbally and in writing; delegate; organize; read and accurately interpret plans and specifications; establish and maintain effective working relationships with employees and the general public; apply general principles to specific conditions.

VI. Working Conditions:

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

Work Environment: Mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday; exposure to overtime and deadlines; exposure to noise, dust, all types of weather conditions, site hazards, moderate climbing/balancing, stooping and kneeling, 24 hour on-call status, weekend and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____